



***THE LITTLE TRAVERSE BAY BANDS OF
ODAWA INDIANS
SMALL GRANTS
APPLICATION GUIDELINES***



BACKGROUND:

The Little Traverse Bay Bands of Odawa Indians often receives requests from LTBB Tribal citizens seeking support in educational purposes, community group activities, and individual activities.

ELIGIBILITY:

- 1.) All participants must be a LTBB Tribal citizen.
- 2.) Must not have any delinquent reports from previous grants.
- 3.) Must benefit the tribal community.
- 4.) Request is for educational purposes, community group activities, or individual activity
- 5.) Requests connected to LTBB Tribal Government Departments and Programs are not eligible
- 6.) Two or more tribal citizens are required to qualify as a group

HOW TO APPLY:

- 1.) Review the small grants eligibility guideline and the scoring guideline to see if this program will be beneficial to the proposal you are submitting.
- 2.) Submit enclosed application form, and a proposal addressing all required scoring criteria.
- 3.) Enclose a copy of Tribal ID card.

DEADLINE: August 25, 2017

PROCESSING:

- 1.) The Direct Services Assistant evaluates all applications and proposals for completeness. Applications are then assigned a review number and names are removed for confidentiality.
- 2.) Within two weeks after deadline the anonymous panel will review the proposals and determine the allocation of the funds. The anonymous review panel will consist of five LTBB Government Employees.
- 3.) All applicants will receive a letter of denial or approval.

REQUIREMENTS: Within six months of grant request approval and funding, a complete summary of activities and successful completion of application goals must be submitted to the Direct Services Office.

LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS SCORING PROGRAM GUIDELINES

Scoring Process Defined:

All submitted proposals for the funding cycles are required to be complete by addressing all required scoring criteria.

The applicant's membership will be verified by the LTBB Enrollment department. Prior to the Review board scoring of applications, all applicants must have favorable verifications of all components listed or they will be denied. Applications are assigned a number. Applicants can have their name removed from the application prior to being reviewed by written request by applicant, so then only proposal information will be revealed to the review board.

Within two weeks after the deadline, the Direct Services Assistant will present these proposals to the review board for scoring. There are five reviewers each reviewer assigns up to 100 points possible for each proposal as listed by scoring criteria section and provides comments. To be considered for funding, the proposal must receive a minimum of 60 points, or it is automatically denied. The reviewers score each application independently or as a group and submit their written determinations in a one-day session.

Scoring Criteria:

Proposal Narrative

The proposal narrative gives a clear understanding of the individual or group's request.

30 Points

Budget

Proposal includes a budget to indicate how much your service or activity will cost. Provide an itemized cost breakdown

30 Points

Benefit to Tribal Community

The proposal benefits the whole or portion of the Tribal Community based on the geographic location.

25 Points

Management Ability

Clearly demonstrate the ability to manage the activity or service. Verification of education, support team, and training or work experiences that would allow applicant to successfully complete this proposal.

15 Points



